



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## TELEPHONE SYSTEM SUPERVISOR

Job Number: 20000506

Job Code: 12730V000101

Job Group: 1200 - ELECTRONICS AND COMMUNICATIONS

Job Established: 08/01/1990

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides management, installation and maintenance supervision over new and existing Private Branch Exchanges (PBX's), electronic and mechanical key systems and other networking systems for state agencies; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in electronics, electrical engineering or a related field OR high school graduate supplemented by one year (28 semester hours or 1440 clock hours) of training in electronics, electrical engineering or a related field.

#### **EXPERIENCE:**

Must have four years of experience in telephone system repair, maintenance or installation and/or design of private branch telephone exchanges (PBX's), electronic or electro-mechanical telephone systems OR if above mentioned high school and technical training requirement is met then must also have six years of experience in telephone systems repair, maintenance or installation and/or design of private branch telephone exchanges (PBX's), electronic or electro-mechanical telephone systems.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in telephone system repair, maintenance or installation, and/or design of Private Branch Exchanges (PBX's), electronic or electro-mechanical telephone systems will substitute for the college and/or technical training on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs work of unusual difficulty in supervising the testing, installation, maintenance and repair of a variety of small, medium and large, complex computerized or electro-mechanical PBX switching components and sophisticated telephone terminal equipment. Directs the work through a statewide maintenance structure using subordinate telephone installation and repair technicians or through telephone manufacturers and vendors, as appropriate. Provides consulting advice to state agencies on installation and maintenance concerns. Engineers and designs telephone system requirements, prepares input to specifications and performs quality control and acceptance of all installations. Coordinates work to be performed by vendors. Maintains contact with state agencies to develop a strong maintenance objective in maintaining top efficiency at the least possible cost. Assumes the duties, responsibilities and authority of the Local Services Manager in his/her absence when authorized and directed to do so. Attends meetings, schools and other training sessions necessary to keep abreast of technical changes in the field. Performs other technical and administrative duties as requested.

**UNIQUE PHYSICAL REQUIREMENTS:**

Normal working conditions except some lifting and climbing on a daily basis. May be exposed to chemical hazards when working with fiber optics and to electrical hazards.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*